



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 6/7/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 13 1973	Application No. 73408 Date Completed JUN 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming - Office of Planning Traffic Survey Atlanta, Georgia		4. Person to Contact Jack Williams	5. Working Title Asst. Chief
		6. Tel. No. 656-5341	

7. ACTION REQUESTED TO AMEND APPLICATION 324

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1966 - To Date

9. Exact Series Title

Traffic Coverage Count File

10. What is the function of the office in which this record series is created

The Division of Planning and Programming is responsible for the development of long and short-range transportation plans, project scheduling, research and development program, drafting and revising maps of cities, counties and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the compilation of an annual 24 hour traffic count.

Included are machine counter tapes, coding sheets, traffic survey maps, and Coverage Counts and Estimates of A. D. T. (form HPS-T-83).

File is arranged alphabetically by county. Traffic coverage counts are also compiled for urban areas with populations in excess of 5,000. These records are filed alphabetically by urban area.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	17	25.5	ANNUAL RATE OF ACCUMULATION	5	7.5
Legal-size File Drawers	9	18	Floor Space Occupied (Square Feet)	45	13
Forest Park Storage Area		25	AVERAGE DAILY REFERENCES	This Year's 25-30	Last Year's 25-30
				Preceding Year's 10-15	All Prior Years 5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [X] []
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Traffic counts are used to extrapolate future traffic trends. The series is used by both the Department and the public.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- [X] CALENDAR YEAR [] FISCAL YEAR [] Other

then:

Other:

Paper Tapes and Coding Sheets: hold in current files area until EDP report finalized; then destroy.

Coverage Counts and Estimates of A. D. T.: hold in current files area 3 years; retire to State Archives; hold permanently.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 6/5/73

26. Recommendations		[] Approved	[] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	[X] Approved	[] Disapproved	William M. Wilson	6-14-73
	Records	[X] Approved	[] Disapproved	Ben W. Totten	6-13-73
	Committee	[X] Approved	[] Disapproved	Robert Sheel	6-18-73
	25 are:				

TRAFFIC COVERAGE COUNT FILE

Explanation of Yes Answers to Questions 14-23

14. Duplicate copies of the Coverage Counts and Estimates of A. D. T. pertaining to transportation studies and projects are filed with the projects and studies. The series is not duplicated in its entirety anywhere.
15. The Coverage Counts and Estimates of A. D. T. Report is itself a summary.
18. The raw data is stored on magnetic tapes. If necessary the record series could be reconstructed from the magnetic tapes.
20. The paper tapes and coding sheets are the data used to compile the Coverage Counts and Estimates of A. D. T.
21. The Coverage Counts and Estimates of A. D. T. is an FDP report.
23. The series is used in planning for future highway needs. It serves as the basis for the extrapolation of future traffic patterns. Traffic counts are also supplied to the public upon request.